



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Indiana High School Counseling & Guidance Directors  
Indiana High School Principals

**FROM:** Lloyd Garrison, IDOE College & Career Preparation Specialist

**DATE:** January 27, 2010

**SUBJECT:** 2010 Core 40 and Honors Diploma Materials

Each year, Indiana high schools are asked to submit the total number of students who are expected to graduate with a Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors Diploma. The Indiana Department of Education uses this information to provide diploma seals and congratulatory letters to schools for each recipient.

### Ordering Diploma Materials for the 2009-10 School Year

- Online Order Form
  - Submit your school's number of graduates online at [www.doe.in.gov/diplomadata](http://www.doe.in.gov/diplomadata) by Friday, February 19, 2010
  - Schools must enter the total number of students expected to be eligible for each diploma:
    - Core 40 (only) – Students who do not qualify for an Honors diploma
    - Core 40 with Academic Honors
    - Core 40 with Technical Honors
  - Estimates for each diploma type should be based on the greatest possible number of eligible recipients. Reshipments will not be made if order is incorrect.
  - Please print and save a copy of your completed online order form as your confirmation.
- Diploma Seals.
  - Core 40, Core 40 with Academic Honors and Core 40 with Academic Honors seals will be sent to Indiana accredited schools (who use the order form mentioned above) by the first week of May
  - Schools that would prefer to receive electronic images of the seals in the future instead of the actual seals may indicate this preference on the online order form. Check with the local printer of your diplomas to determine if this option is available.
- Diploma Letters
  - Congratulatory letters from Dr. Tony Bennett for the Core 40 with Technical Honors and Core 40 with Academic Honors diplomas will be available for downloading and printing from the secure IDOE website in late April. Directions on how to access this website will be sent with your diploma seals. Congratulatory letters will not be sent to schools.

Please direct questions to Lloyd Garrison at [lgarrison@doe.in.gov](mailto:lgarrison@doe.in.gov) or (317) 232-6989.